

AUTO CR - LOG SUMMARY #1055408

TYPE: INFO

Incident Finding / Overall Case Finding

Description of Incident	Finding	Entered By	Entered Date
	(None Entered)		

Reporting Party Information

Role	Name	Star No.	Emp No.	UOA / UOD	Position	Sex	Race	Address	Phone
NON-CPD Reporting Party Victim	[REDACTED]					M	BLK	[REDACTED]	

Incident Information

Incident From Date/Time	Address of Incident	Beat	Dist. Of Occurrence	Location Code	Location Description
10-JUL-2012 03:30 - 10-JUL-2012 03:30	[REDACTED]	1622	016	304 - STREET	

Accused Members

Role	Name	Star No.	Emp No.	UOA / UOD	Position	Status	Initial / Intake Allegation
CPD Employee Accused	UNKNOWN,					OFF Duty	The reporting party alleges that after he exited a taxi in front of his home and was walking down his gangway a black nissan(Possibly year 2000 Altima) pulled up.
							The reporting party alleges that a (white/male bald wearing a T-shirt) yelled, "Hey, Chicago Police. Come here." The reporting alleges that he did comply and the unknown "Officer" told him to put his hands on the car.
							The reporting party alleges that he did not see a badge or identification and asked, "Who are you?" and was then punched in the back of the head by the passenger who had by this time exited the vehicle.
							The reporting party alleges that he began to yell for help at which time, the passenger re-entered the vehicle which drove off. The reporting party alleges that the driver never

Other Involved Parties

Role	Name	Star No.	Emp No.	UOA / UOD	Position	Sex	Race	Address	Phone
NON-CPD Witness	Unknown								
NON-CPD Witness	Unknown								

Involved Party Associations

Role	Rep. Party Name	Related Person	Relationship
Reporting Party Victim	[REDACTED]	UNKNOWN,	NO RELATIONSHIP
Reporting Party Victim	[REDACTED]	Unknown	NO RELATIONSHIP

Incident Details

CR Required?	Manner Incident Received?	PAX
Confidential?	Biased Language?	N
Extraordinary Occurrence? N	Bias Based Profiling?	N
Police Shooting (U)? N	Alcohol Related?	N
Non Disciplinary Intervention: N	Pursuit Related?	N
Initial Assignment: IAD	Violence in Workplace?	N
Notify IAD Immediately? N	Domestic Violence?	N

EEO Complaint No.:

Civil Suit No.:

Notify Chief Administator? N

Civil Suit Settled Date:

Notify Chief?

Notify Coordinator?

Notification Does Not Apply? Y

Notification Other? N

Notification Comments: SGT. W. HEINICHEN#1492 IS CLASSIFYING THIS INCIDENT AS A POLICE IMPERSONATION INCIDENT.

Incident Category List

Incident Category	Primary?	Initial?
08B - GROUP 08 - CRIMINAL CONDUCT ASSAULT / BATTERY, ETC.		N
08B - GROUP 08 - CRIMINAL CONDUCT ASSAULT / BATTERY, ETC.	Y	Y

Investigator History

Investigator	Type	Assigned Team	Assigned Date	Scheduled End Date	Investigation End Date	No. of Days
WOODS, DAVID	Primary	GENERAL INVESTIGATION SECTION - POLICE IMPERSONATION	13-JUL-2012	12-AUG-2012	20-JUL-2012	7
BRODERDORF, RAY	Supervisor	GENERAL INVESTIGATION SECTION - POLICE IMPERSONATION	13-JUL-2012	12-AUG-2012	20-JUL-2012	

Extension History

Name	Previous Scheduled End Date	Extended Scheduled End Date	Date Certified Letter Sent	Reason Selected	Explanation	Extension Report Date	Approved By	Approved Date	Approval Comments

Current Allegations

Accused Name	Seq. No.	Allegation	Category	Subcategory	Finding

Situations (Allegation Details)

Accused Name	Alleg. No.	Situation	Victim/Offender Armed?	Weapon Types	Weapon Other	Weapon Recovered?	Deceased?

Status History

Resulting Status	Status Date/Time	Created By	Position	UOA / UOD	Comments
CLOSED/NO CONVERSION	20-JUL-2012 12:04	BRODERDORF, RAY	SERGEANT OF POLICE	121 /	
PENDING LIEUTENANT REVIEW	20-JUL-2012 12:04	BRODERDORF, RAY	SERGEANT OF POLICE	121 /	
PENDING INVESTIGATIVE REVIEW	20-JUL-2012 10:59	WOODS, DAVID	POLICE OFFICER	121 /	
PENDING INVESTIGATION	13-JUL-2012 09:18	SOLIS, MARCELLA	SERGEANT OF POLICE	121 /	
PENDING ASSIGN INVESTIGATOR	11-JUL-2012 11:10	CLARK, SUSAN	LIEUTENANT OF POLICE	121 /	
PENDING APPROVE TEAM	11-JUL-2012 07:53	DEL RIVERO, MINERVA	POLICE OFFICER	121 /	
PENDING ASSIGN TEAM	10-JUL-2012 07:23	ROBERTS, GEORGE	SUPERVISING INVESTIGATOR	113 /	
PENDING SUPERVISOR REVIEW	10-JUL-2012 06:28	TOUSANT, LISA	INTAKE AIDE	113 /	
PRELIMINARY	10-JUL-2012 06:24	TOUSANT, LISA	INTAKE AIDE	113 /	
PRELIMINARY	10-JUL-2012 06:24	TOUSANT, LISA	INTAKE AIDE	113 /	
PRELIMINARY	10-JUL-2012 04:48	SCHNOOR, KELLY	POLICE OFFICER	116 /	

Attachments

AUTO CR - LOG SUMMARY #1055408

Page 2 of 3

CPD 0080604

Attachments

No.	Type	Related Person	No. of Pages	Narrative	Original in File	Entered By	Entered Date/Time	Status	Approve Content	Approve Inclusion
1	INVESTIGATION					WOODS, DAVID	16-JUL-2012 07:54			
1	FACE SHEET					SCHNOOR, KELLY	10-JUL-2012 04:48			
2	CONFLICT CERTIFICATION					WOODS, DAVID	16-JUL-2012 07:55			
3	DOCUMENTS - INVESTIGATION		1	Refused affidavit	Y	WOODS, DAVID	19-JUL-2012 02:05	APPROVED		
4	DOCUMENTS - INTAKE INCIDENT		4		N	TOUSANT, LISA	10-JUL-2012 06:27	APPROVED		
5	DOCUMENTS - INVESTIGATION		1	contact of complainant	Y	WOODS, DAVID	19-JUL-2012 02:12	APPROVED		
6	DOCUMENTS - INVESTIGATION		1	letter to complainant	N	WOODS, DAVID	18-JUL-2012 11:57	APPROVED		
7	DOCUMENTS - INVESTIGATION		2	certified mail receipt	Y	WOODS, DAVID	19-JUL-2012 02:11	APPROVED		
	DOCUMENTS - INVESTIGATION		4	closing package	Y	WOODS, DAVID	20-JUL-2012 10:59	APPROVED		

Review Incident

Review Type	Accused/Involved Member Name	Result Type	Reviewed By	Position	Unit	Review Date	Remarks
LIEUTENANT REVIEW		SUBMITTED	BRODERDORF, RAY	SERGEANT OF POLICE	121	20-JUL-2012 12:04	
SERGEANT REVIEW		SUBMITTED	BRODERDORF, RAY	SERGEANT OF POLICE	121	20-JUL-2012 12:04	

Review Accused

Review Type	Accused/Involved Member Name	Result Type	Reviewed By	Position	Unit	Review Date	Remarks

Accused Finding History

Accused	Allegation	Reviewed By	Reviewed Date/Time	CCR?	Concur?	Finding	Finding Comments

Accused Penalty History

Accused	Reviewed By	Reviewed Date/Time	CCR?	Concur?	Penalty	Penalty Comments

Findings

Accused Name	Allegations	Category	Concur?	Findings	Comments

FACE SHEET (Notification Date: 10-JUL-2012) - LOG #1055408

TYPE: INFO

Reporting Party Information

Role	Name	Star No.	Emp No.	UOA / UOD	Position	Sex	Race	Address	Phone
NON-CPD Reporting Party Victim	[REDACTED]					M	BLK	[REDACTED]	

Incident Information

Incident From Date/Time	Address of Incident	Beat	Dist. Of Occurrence	Location Code	Location Description
10-JUL-2012 03:30 - 10-JUL-2012 03:30	[REDACTED]	1622	016	304 - STREET	

Accused Members

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CPD Employee	Accused	UNKNOWN,				OFF Duty	The reporting party alleges that after he exited a taxi in front of his home and was walking down his gangway a black nissan(Possibly year 2000 Altima) pulled up.
							The reporting party alleges that a (white/male bald wearing a T-shirt) yelled, "Hey, Chicago Police. Come here." The reporting alleges that he did comply and the unknown "Officer" told him to put his hands on the car.
							The reporting party alleges that he did not see a badge or identification and asked, "Who are you?" and was then punched in the back of the head by the passenger who had by this time exited the vehicle.
							The reporting party alleges that he began to yell for help at which time, the passenger re-entered the vehicle which drove off. The reporting party alleges that the driver never

Incident Details

CR Required?		Manner Incident Received?	PAX
Confidential?		Biased Language?	N
Extraordinary Occurrence?	N	Bias Based Profiling?	N
Police Shooting (U)?	N		
Motor Vehicle (V)?		Alcohol Related?	N
Non Disciplinary Intervention:	N	Pursuit Related?	N
Initial Assignment:	IAD	Violence in Workplace?	N
Notify IAD Immediately?	N	Domestic Violence?	N
EEO Complaint No.:			
Civil Suit No.:		Notify Chief?	
Notify Chief Administrator?	N	Notification Does Not Apply?	Y
Notify Coordinator?			
Notification Other?	N		

Initial Incident Category List

Initial Incident Category	Primary?
08B - GROUP 08 - CRIMINAL CONDUCT ASSAULT / BATTERY, ETC.	
08B - GROUP 08 - CRIMINAL CONDUCT ASSAULT / BATTERY, ETC.	Y

Assignment History

Assignment History

Assigned To	Assigned Team	Investigator	Assignment Date/Time	Assigned By	Reason
IAD	GENERAL INVESTIGATION SECTION - POLICE IMPERSONATION	WOODS, DAVID (PRIMARY INV)	13-JUL-2012 09:18	SOLIS, MARCELLA	
IAD	GENERAL INVESTIGATION SECTION - POLICE IMPERSONATION	BRODERDORF, RAY (SUPERVISOR)	13-JUL-2012 09:18	SOLIS, MARCELLA	
IAD	GENERAL INVESTIGATION SECTION - POLICE IMPERSONATION	-	11-JUL-2012 07:53	DEL RIVERO, MINERVA	
IAD	INTERNAL AFFAIRS DIVISION	-	10-JUL-2012 04:48	SCHNOOR, KELLY	

Status History

Resulting Status	Status Date/Time	Created By	Position	UOA / UOD	Comments
CLOSED/NO CONVERSION	20-JUL-2012 12:04	BRODERDORF, RAY	SERGEANT OF POLICE	121 /	
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PENDING ASSIGN TEAM	10-JUL-2012 07:23	ROBERTS, GEORGE	SUPERVISING INVESTIGATOR	113 /	
PENDING SUPERVISOR REVIEW	10-JUL-2012 06:28	TOUSANT, LISA	INTAKE AIDE	113 /	
PRELIMINARY	10-JUL-2012 06:24	TOUSANT, LISA	INTAKE AIDE	113 /	
PRELIMINARY	10-JUL-2012 06:24	TOUSANT, LISA	INTAKE AIDE	113 /	
PRELIMINARY	10-JUL-2012 04:48	SCHNOOR, KELLY	POLICE OFFICER	116 /	

SWORN AFFIDAVIT FOR COMPLAINT LOG INVESTIGATION (ELECTRONICALLY RECORDED STATEMENT)
CHICAGO POLICE DEPARTMENT

STATE OF ILLINOIS |
 | CC
COUNTY OF COOK |

Location of Incident	Date	Time
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Summary of Statement(s):

NON COOPERATION

I, _____ hereby state as follows:

1. I provided an electronically recorded statement.
2. Under penalties as provided by law pursuant to 735 ILCS 5/1-109, I certify that the information set forth in the statement(s) above and/or attached summary are true and correct, except as to any matters therein stated to be on information and belief as to such matters, I certify as aforesaid that I verily believe the same to be true.

Print Affiant's Name

Print Witness' Name

Affiant's Signature

Witness' Signature

Date

Date

016th District

10 Jul 2012

TO: James O'Donnell
Commander 016th District

FROM: Sgt. Walter Heinichen #1492
016th District – 1st Watch

SUBJECT: Initiation Report Log #1055408

ALLEGATION: Police Impersonation

COMPLAINANT: [REDACTED]

WITNESS: None

ACCUSED: #1 Unk. t-shirt
M/2 35-40
509 230 Bald

#2 Unk.
M/2 35-40
Black Hair

DATE & TIME: 10-Jul-12 / 0330hrs

LOCATION: [REDACTED] - (street)

REFERENCE: RD# [REDACTED] (attached)

NOTIFICATIONS: 016th District – Station Supervisor Sgt. Vergara #1078
Operations Command/C.P.I.C. – PO Chiczewski #16269 (0435hrs)
IPRA – faxed copy
IAD – faxed copy

SUMMARY: R/Sgt. responded to a call of battery report at [REDACTED]
and spoke with the Complainant who stated the following: Compl.
had just exited a taxi in front of his house and was walking down his gangway when a
black Nissan (Possibly yr 2000 Altima) pulled up. The passenger (accused #1) yelled

"Hey, Chicago Police. Come here." Complainant did and was told by the passenger to put his hands on the car. Complainant, not seeing a badge or identification asked "who are you," and was then punched in the back of the head by the passenger who had by this time exited the vehicle. Complainant began yelling for help at which point the passenger re-entered the vehicle which drove off. The driver (accused #2) never exited the vehicle or said anything to the Complainant. Complainant indicated he was not injured.



Sgt. Walter Heinrichen #1492
Sgt. Walter Heinrichen #1492

CHICAGO POLICE DEPARTMENT
ORIGINAL CASE INCIDENT REPORT

 3510 S. Michigan Avenue, Chicago, Illinois 60653
 (For use by Chicago Police Department Personnel Only)
 CPD-11.388(6/03)-C

RD #:

Case ID:

EVENT #:

INCIDENT	APPROVAL COMPLETE		
	IUCR: 0460 - Battery - Simple		
NON-OFFENDER(S)	Occurrence Location:	Beat: 1622	Unit Assigned: 1623R
	304 - Street Occurrence Date: 10 July 2012 03:30	RO Arrival Date: 10 July 2012 03:58	# Offenders: 2

VICTIM - Individual	NON-OFFENDER(S)		
	Name: [REDACTED]	Demographics	
Res: [REDACTED]	Beat: 1622	Male	DOB: [REDACTED]
Sobriety: Intoxicated		White	Age: 40 Years
CPD Officer: No		5'10, 220 lbs	Birth Place: Illinois
		Blue Eyes	
		Blond/Strawberry Hair	
		Short Hair Style	
		Light Complexion	
Other Communications and Availability			
Cellular Phone : 773-587-1773			

SUSPECT(S)	Suspect # 1		
	Name: UNK	Demographics	
	Male	Age: 30 years - 35 years	
	White		
	5'10, 220 lbs ,		
	Unknown Hair		
	Bald Hair Style		
	Light Complexion		
Suspect # 2			
Name: UNK	Demographics		
	Male	Age: 30 years - 35 years	
	White		
	Black Hair		
	Long Hair Style		

RELATIONSHIP	(Victim)	is a Unknown of	UNK	(Offender)
	(Victim)	is a Unknown of	UNK	(Offender)

Chicago Police Department - Incident Report

RD #:

OTHER

Miscellaneous

Victim Information Provided

Flash Message Sent ? No

NARRATIVES

EV [REDACTED] IN SUMMARY, SUBJECT STATED HE EXITED A CAB IN FRONT OF HIS HOME AND AS HE WAS WALKING DOWN HIS GANGWAY, A BLACK IN COLOR NISSAN 4 DOOR VEHICLE PULLED UP, AND PASSENGER OF VEHICLE UNK(OFFENDER) EXITED AND STATED TO VICTIM "CHICAGO POLICE COME HERE AND PUT YOUR HANDS ON MY HOOD" [REDACTED] (VICTIM AND COMPLAINANT) STATED HE WALKED OVER TO VEHICLE AT WHICH POINT OFFENDER STRUCK HIM ABOUT THE BACK OF HIS HEAD . VICTIM THEN STARTED SCREAMING , THREW HIS KEYS IN THE AIR WHEREIN OFFENDER JUMPED BACK IN CAR AND DROVE W/B LAWRENCE THEN S/B MAJOR MAKING GOOD HIS ESCAPE. VICTIM SUSTAINED NO INJURY. 1620R ON SCENE, CR# 1055408 OBTAINED. NFI. VICTIM GIVEN VIN . REPORTING OFFICER - STAR#: 18236 NAME: SAM BUBALO BEAT: 1623R

PERSONNEL

	Star No	Emp No	Name	User	Date	Unit	Beat
Reporting Officer	15511	[REDACTED]	RODRIGUEZ, John, A	[REDACTED]	10 Jul 2012 04:41	016	1623R

IUCR ASSOCS.

Victim	IUCR	Crime	Offender
[REDACTED]	0460	Battery - Simple	UNK
	0460	Battery - Simple	UNK



**Bureau of Internal Affairs
Investigations Division
General Investigations Section**

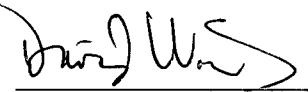
**19 JUL 2012
CL #1055408**

TO: Commanding Officer
Investigation Division
General Investigations Section

FROM: P.O. David Woods, #7874
General Investigations Section

SUBJECT: Contact of complainant – [REDACTED]

The reporting investigator contacted the complainant [REDACTED] by telephone on 19 JUL 12 at 1345 hours. The complainant related essentially the same details as outlined in his original complaint. The complainant indicated to the reporting investigator that he no has no interest in pursuing the complaint. The complainant stated he did not believe the individuals he encountered were in any way connected to the Chicago Police Department. The complainant indicated he was content to simply file the police report for battery which he did under RD [REDACTED]. No further information is available at this time.



David Woods, #7874



Department of Police * City of Chicago
3510 South Michigan Avenue * Chicago, Illinois 60653

Date 16 JUL 2012

Re: C. L. No. 1055408

Dear [REDACTED]

A complaint against a Department member, registered under the above Complaint Log (C.L.) Number, is currently under investigation by the Chicago Police Department.

A vital step in the investigation is an interview with the person who registered the complaint as well as witnesses. This step is essential in order to conduct a complete and thorough investigation.

Please contact me as soon as possible so that I can make arrangements to meet with you regarding the incident under investigation. The following information is provided so that you can contact me without unnecessary inconvenience:

Name: P.O. David Woods

Address: 3510 S. Michigan Chicago, IL 60653

Telephone: 312-745-6310

Hours Available: 8:00AM - 4:00PM M-F

Sincerely,

P.O. David Woods

CPD-44.223 (REV. 4/12)

**Bureau of Internal Affairs
Investigations Division
General Investigations Section**

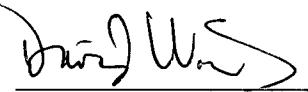
**19 JUL 2012
CL #1055408**

**TO: Commanding Officer
Investigation Division
General Investigations Section**

**FROM: P.O. David Woods, #7874
General Investigations Section**

SUBJECT: Contact of complainant – [REDACTED]

The reporting investigator contacted the complainant [REDACTED] by telephone on 19 JUL 12 at 1345 hours. The complainant related essentially the same details as outlined in his original complaint. The complainant indicated to the reporting investigator that he no has no interest in pursuing the complaint. The complainant stated he did not believe the individuals he encountered were in any way connected to the Chicago Police Department. The complainant indicated he was content to simply file the police report for battery which he did under RD [REDACTED]. No further information is available at this time.


David Woods

David Woods, #7874

**Bureau of Internal Affairs
Investigations Division
General Investigations Section**

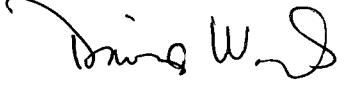
**19 July 2012
CL #1055408**

TO: **Commanding Officer
Investigation Division
General Investigations Section**

FROM: P.O. David Woods, #7874
General Investigations Section

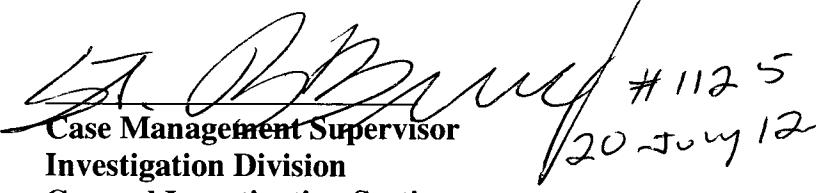
SUBJECT: Approval of Complaint Log Investigation 1055408

The attached Complaint Log Investigation has been completed and submitted for your approval.



David Woods, #7874

Approved:



Case Management Supervisor
Investigation Division
General Investigation Section

SUMMARY REPORT DIGEST
CHICAGO POLICE DEPARTMENT

LOG NO
1055408

TYPE
INFO

DATE OF REPORT
19-JUL-2012

INSTRUCTIONS: To be used in all cases that are to be classified as EXONERATED, UNFOUNDED, NOT SUSTAINED, NO AFFIDAVIT, or in SUSTAINED cases where the Disciplinary Recommendation does not exceed Five (5) DAYS SUSPENSION.

TO: DEPUTY SUPERINTENDENT, BUREAU OF PROFESSIONAL STANDARDS
ATTENTION: CHIEF, INTERNAL AFFAIRS DIVISION

FROM - INVESTIGATOR'S NAME	RANK	STAR NO	EMPLOYEE NO	UNIT ASSIGNED	UNIT DETAILED
WOODS, DAVID	9161	7874		121	

REFERENCE NOS. (LIST ALL RELATED C.L., C.B., I.R., INVENTORY NOS., ETC., PERTINENT OF THIS INVESTIGATION)

INCIDENT ADDRESS	DATE / TIME	BEAT
	10-JUL-2012 03:07	1622

ACCUSED

NAME	RANK	STAR NO	EMP NO	UNIT ASSIGNED	UNIT DETAILED	SEX/RACE	DOB	APPOINTED DATE	ON DUTY?	SWORN ?
UNKNOWN						/			UNK	UNK

REPORTING PARTY

NAME	ADDRESS*	CITY STATE	TELEPHONE	SEX / RACE	DOB / AGE
					40

VICTIMS

NAME	ADDRESS*	CITY STATE	TELEPHONE	SEX / RACE	DOB / AGE
					40

WITNESSES

NAME	ADDRESS*	CITY STATE	TELEPHONE	SEX / RACE	DOB / AGE
UNKNOWN				/	/

* IF CPD MEMBER, LIST RANK, STAR, EMPLOYEE NOS. IN ADDRESS, PAX/BELL IN TELEPHONE BOX

ALLEGATIONS

NOTE: Complaint Log "TYPE" remains classified INFO – Sworn Affidavit NOT on file

The complainant [REDACTED] alleges on 10 JUL 12 at [REDACTED] at approximately 0330 hours two male whites stated "come here I'm the police."

The complainant [REDACTED] alleges on 10 JUL 12 at [REDACTED] at approximately 0330 hours two male white subjects punched him.

SUMMARY

The reporting investigator was assigned CL#1055408 for investigation on 13 JUL 2012. The reporting investigator contacted the complainant [REDACTED] 9 JUL 2012 by telephone. The complainant had previously been mailed a certified letter in an attempt to ascertain the nature of his complaint. The complainant related essentially the same details that were contained in his original complaint. The complainant indicated he did not believe the individuals he encountered were in any way associated with the Chicago Police Department. The complainant also stated he did not want to pursue the complaint at this time.

Based upon the information obtained in the investigation and in the absence of a positive identification of a Department member, the reporting investigator recommends this investigation be closed NO CONVERSION. The accused remains unidentified.

ATTACHMENTS

INVESTIGATIVE REPORTS - SUPPORTING ALLEGATIONS LIST ATTACHMENTS NUMBER	INVESTIGATIVE REPORTS - SUPPORTING ACCUSED MEMBERS(S) LIST ATTACHMENTS NUMBER:	PHYSICAL EVIDENCE LIST ATTACHMENTS NUMBERS	TOTAL NUMBER OF ATTACHMENTS SUBMITTED WITH THIS FILE:
4	None	None	7

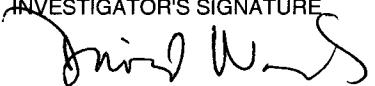
FINDINGS - RECOMMENDATIONS

FINDINGS:

ACCUSED: 2 Unknown Male Whites

Allegation 1: NO AFFIDAVIT
Allegation 2: NO AFFIDAVIT

RECOMMENDATION: No disciplinary action warranted

DATE INITIATED (Date incident was received for investigation)	DATE COMPLETED (Date of this report)	ELAPSED TIME (Total time expressed in days)
13-JUL-2012	19-JUL-2012	6
Investigator will initiate the Command Channel Review form by completing the Investigator's Section.		INVESTIGATOR'S SIGNATURE 

IF NECESSARY, USE AN 8 1/2 x 11" SHEET OF WHITE PAPER TO CONTINUE ANY ITEM.

Attachments

No.	Type	No. of Pages	Narrative
1	FACE SHEET		
2	CONFLICT CERTIFICATION		
3	SWORN AFFIDAVIT FROM COMPLAINANT	1	Refused affidavit
4	INITIATION REPORT	4	
5	ATTEMPT TO CONTACT	1	contact of complainant
6	ATTEMPT TO CONTACT	1	letter to complainant
7	CERTIFIED MAIL RECEIPT	2	certified mail receipt